



# City of Tempe is seeking a **DEPUTY COURT ADMINISTRATOR** **\$80,522 – \$108,704**

Starting Salary Negotiable Upon Offer

## Opening Date:

**Wednesday, September 13, 2017**

First review of applications will be  
**Wednesday, October 4, 2017**

## Closing Date:

Open until the needs of the City are met.

## Benefits

- Minimum of 14 paid vacation days per year (depending upon length of service)
- 56 hours of exempt leave
- 12 paid sick leave days per year
- 12 paid holidays per year
- Health, dental, life, and vision care coverage plans
- Up to \$5,000 per year tuition reimbursement
- Arizona State Retirement System (ASRS)
- Garage downtown parking

## Position Information

The role of the Deputy Court Administrator is to plan, organize and supervise the non-judicial operations of the Court; perform a variety of complex tasks related to court administration to include court and financial services, case flow and records management, staffing and facilities; and provide responsible administrative support to the Court Administrator in areas such as policy development and implementation, regulatory compliance, budget administration, technology, court security and procurement. This position receives general direction from the Court Administrator or Presiding Judge, and exercises direct supervision over non-judicial supervisory, technical and clerical staff.

## How to Apply

Applicants are required to complete an online application, and submit a cover letter and resume.

[Click Here to Apply](#)

For further information, please contact:

Kathleen Broman, Sr. Human Resources Analyst, (480) 350-8204

## Selection Criteria

Applicants whose experience and training most closely meet the needs of the Tempe Municipal Court may be selected for further testing/interviews. Falsifying information or lying during any stage of the selection/hiring process will make you ineligible for new or continued City employment.

## Minimum Qualifications

### Experience:

Four years of increasingly responsible management experience in the operation of a Court, including a minimum of three years at the supervisory level.

### Education:

Requires a Bachelor's degree from an accredited College or University with major coursework in court administration, criminal justice, public administration or degree related to the core functions of this position is required. A Master's Degree and/or ICM Fellowship designation is preferred.